

# GENERAL INFORMATION / ERRORS TO AVOID

## Mailing Addresses:

**REFUND—ONLY** 2-D Barcode Returns (Refund and even or no amount due) are to be sent to: **Missouri Department of Revenue, P.O. Box 3222, Jefferson City, MO 65105-3222.** If you are not implementing 2-D barcode, send returns to: Missouri Department of Revenue, P.O. Box 500, Jefferson City, MO 65106-0500.

**ONLY 2-D Barcode (Refund) Returns** are to be sent to P.O. Box 3222.

**AMOUNT DUE—ONLY** 2-D Barcode Returns (with an amount due) are to be sent to: **Missouri Department of Revenue, P.O. Box 3370, Jefferson City, MO 65105-3370.** If you are not implementing 2-D barcode, send returns to: Missouri Department of Revenue, P.O. Box 329, Jefferson City, MO 65107-0329.

**ONLY 2-D Barcode (Amount Due) Returns** are to be sent to P.O. Box 3370.

Returns not containing a 2-D barcode will be sent to the area designated for non-2D barcode returns. It will slow the processing of the taxpayer's non-2D barcode return to send non-2D barcode returns to P.O. Box 3222 (refund) or P.O. Box 3370 (amount due). The department will keep a list of software vendors sending to the incorrect address and may notify taxpayers.

## County Codes:

Refer to the County Code Listing provided in this packet. Some problems with the County Codes are noted below:

<u>County</u>	<u>Key As</u>
DEKALB .....	DEKA
MARIES .....	MARE
MARION .....	MARO
NEW MADRID .....	NEWM
SCOTLAND .....	SCOL
SCOTT .....	SCOO
ST CHARLES .....	STCH
ST CLAIR .....	STCL
ST LOUIS .....	STCO
ST LOUIS COUNTY .....	STCO
ST LOUIS CITY .....	STCT
ST FRANCOIS .....	STFR
STE GENEVIEVE .....	STGE

These counties must be keyed as shown above.

**Be sure that all documentation is attached to the return.** See instructions/forms for required documentation.

Be sure that the information on attached forms and the information on Form MO-1040 **match.**

If a change is made after Form MO-1040, page 1 has been printed, **please reprint Form MO-1040, page 1 containing the new data and barcode.**

## **Titles**

Jr, Sr, I, II, III, etc. should be printed in the "Title" field. No period after the title.

## **Deceased Taxpayers**

If a taxpayer is deceased in Tax Year 2002, please check the appropriate box.

## **Other problem areas:**

- Each barcode field should have a carriage return, even if no information is contained in the field.
- Alpha characters should be printed in ALL CAPS.
- Commas are not to be used in numeric fields.
- If filing status is married filing separate, do not enter a social security number for spouse.
- If no spouse is entered, leave the field blank. Do not put space or comma.
- No spaces allowed in last name. Example: MC DONALD, the space needs to be removed to ensure accurate processing.
- No punctuation allowed in any field, except the hyphen to separate a female's maiden name from her married name.
- Both months should be completed in the "Beginning Month" and "Ending Month" area. If one is filled out, the other needs to be completed as well.
- No extra spaces should be in data. Example: "100 East Main Apt 500B" should be keyed as "100 EAST MAIN APT 500B".
- Printed label should be placed where it is not covering up any information that may be necessary for processing the return.
- No period is to be used after the middle initial.
- Do not fill fields with zeros. If the field is blank, use a carriage return.

Barcode width should be 3 5/16". The width shall not be wider than 3 5/16". The size of the barcode vertically will vary according to the information contained in the barcode. DO NOT stretch the barcode.